

Department of Workforce Development
Workforce Solutions Division
Administrator's Office
P.O. Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-0327
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Email: dwddws@dwd.state.wi.us



State of Wisconsin
Department of Workforce Development
Jim Doyle, Governor
Roberta Gassman, Secretary
Bill Clingan, Division Administrator

SAMPLE – Balance of State letter

Dear «Field5»:

I am pleased to enclose the Wisconsin Works (W-2) and Related Programs Contract for the period January 1, 2006 through December 31, 2009.

Please return one original of the enclosed Contract, Attachment A (Advance Payments Options) and Attachment B (Worker's Compensation), signed by the W-2 Contract Agency's authorized representative, to your agency's Regional Administrator. The Department's Contract Manager is the Division of Workforce Solutions (DWS) Regional Administrator. It is the W-2 Contract Agency's responsibility to assure that the signed Contract is delivered to the Department's Contract Manager by 4:00 p.m. on December 21, 2005.

In the event the Department has not received the signed Contract by 4:00 p.m. on December 21, 2005, the Department has the authority to negotiate a contract with another entity. Prompt return of the signed Contract also preserves the timeliness of an advance to the W-2 Contract Agency for the next Contract, and for new W-2 Contract agencies, preserves the time for transition before January 1, 2006.

The Pre-Contract Phone Conference has been re-scheduled; the date and time is November 15th from 9:00 - 11:00 a.m. (Central Time). Your agency must call one of the following numbers: toll free calls 1-800-462-1257 or local for Madison 608-265-1000. The conference code is 2322#.

The Department is updating its financial reporting instructions in accordance with the new expenditure reporting requirements in the Contract. Financial Briefing Sessions are scheduled for discussion of these instructions. Additionally, the dates of the sessions and related instructional materials will be posted on the W-2 Contract website.

Thank you for your participation in the W-2 and Related Programs procurement and re-contracting processes and your commitment to delivering quality programs.

If you have any questions, please contact your Regional Administrator.

Sincerely,

Bill Clingan
Division Administrator

Enclosures

cc «Field6», Regional Administrator
DWS BDS Contracts